

## RESPONSES TO BIDDERS QUESTIONS FOR BOTH RFP #2146 and #2147

### **4.0 Proposal Requirements and Company Qualifications**

#### **Question:**

RFP #2146 and #2147 section 4.10: an Offeror asked if it can list the Division of Community Behavioral Health Services as one of the entities they had at least three previous and current service/contracts with.

Answer:

Yes, you are able to list the Division of Community Behavioral Health as a previous or current entity that your agency has had or does have a contract with for services which are similar to the requirements of this RFP.

#### **Question:**

RFP #2146 and #2147 – 4.0 – Proposal Requirements and Company Qualifications: An Offeror asked if a provider is currently accredited for IOP services in one circuit, does that accreditation transfer to the provider's satellite offices located in other circuits.

Answer:

Once a program is accredited in IOP services, services provided in satellite offices would fall under this accreditation.

#### **Question:**

RFP #2146 and #2147 – 4.0 – Proposal Requirements and Company Qualifications: An Offeror asked what are the preferred credentials for a MRT facilitator.

Answer:

Individuals providing MRT services may have a variety of educational backgrounds in the Human Services area. A minimal standard would be that the individual has a certificate of training in the MRT curriculum.

#### **Question:**

RFP #2146 and #2147 – Section 4.12: An Offeror asked can you more broadly address expectations or comment on 4.12/pg. 7 “Offeror must detail examples that document their ability and proven history in handling special project constraints.”

Answer:

The Offeror must describe past projects they have worked on, whether the project was successful and what requirements needed to be met that were unique when compared to other projects the Offeror was involved in.

**Question:**

RFP #2146 and #2147 – Section 4.10: An Offeror had a question regarding an Inter-Agency relationship; how detailed does this agency need to be about this disclosure.

Answer:

Under section 4.10, it details the information that needs to be provided regarding the service contract with other entities.

**Question:**

RFP #2146 and #2147 – Section 4.6; an Offeror had a question related to the 501c status; the agency had applied for 501 c status and has not yet been granted this status.

Answer:

The exact reference is 501c (3). The Offeror must have obtained a 501c (3) Status prior to the State developing a contract with the agency for services under the RFP's.

**Question:**

RFP #2146 and #2147 – Section 4.9: An Offeror asked for clarification on the independently audited financial statement requirement – whether they must submit one as part of the RFP's.

Answer:

The Offeror does not have to submit an independent audit if they have not previously had one completed. They would be required to submit a copy of the most recent financial statement for the organization as a part of the RFP's. If the Offeror is awarded funds under the above RFP's, then they would have to submit an independent audited financial statement annually in future years.

### **3.0 Scope of Work**

**Question:**

RFP #2146 and #2147 - Scope of Work: an Offeror stated that on the Bidders call it was announced that MRT training may be offered August 26-29 & CBISA training Sept. 30-Oct.

3. How will the training be provided for individuals not yet hired at the time the training is provided by the state? Are there alternate dates being considered for training?

Answer:

The Division of Community Behavioral Health will offer additional training dates for MRT.

**Question:**

RFP #2146 and #2147 – Scope of Work: An Offeror asked if one circuit in your proposal is rejected, does that reject the other circuits that may have been included in the proposal.

Answer:

No the proposal will not be rejected as long as a Cost Proposal is provided for each the project in each circuit.

**Question:**

RFP #2146 and #2147 – Scope of Work: An Offeror asked if there is possibility of using another curriculum other than MRT which the agency currently utilizes for the criminal justice involved client.

Answer:

No, MRT is the corrective thinking curriculum that must be used for this initiative.

**Question:**

RFP #2146 and #2147 - Section 3.0 – Scope of Work: An Offeror asked that since individuals will be referred to treatment programming services as determined by the LSI-R assessment conducted by the Department of Corrections and Unified Judicial System, will DOC and UJS staff be trained in doing those assessments?

Answer:

DOC and UJS staff have been trained in the LSI-R, and the training for these individuals will also occur in the future.

**Attachment B**

**Question:**

RFP #2146 and #2147 – Flow Chart: An Offeror asked if there are estimates on the number of individuals to be served for each of the 8 sub-groups indicated on the flow chart. For example, for Circuit Court District 2, out of the 86 individuals how many are estimated to be in Group 1, Group 2 and so forth.

Answer:

There are not State level estimates on the number of individuals that could be served in the 8 subgroups detailed in the flow chart. During the Bidders call, there was a discussion about applicants seeking additional information on the number of individuals that may be eligible to be served from the local Circuit Court Services offices.

**General Questions****Question:**

RFP #2146 and #2147 – General Question: If an agency responds to both RFP's, must all the redundant information need to be duplicated in separate proposals.

Answer:

If an agency applies for both RFP's, each area in both RFP's need to be completed even if the information may be the same.

**Question:**

RFP #2146 and #2147 – General Question: is there further direction or delineation for a responder fulfilling both the urban and rural geography of the RFP.

Answer:

There is no further direction related to applying for both the urban and rural components other than what is detailed in the RFP's.

**Question:**

RFP #2146 and #2147 – General Question: an Offeror asked whether there will there be any other opportunities for clarifying queries prior to submission deadline.

Answer:

The deadline to submit written inquiries was July 19, 2013. There are no plans to extend this date.

**Question:**

RFP #2146 and #2147 – General Question: An Offeror asks what type of additional funding is available to retest a client if it is believed they are not being fully honest.

Answer:

The RFPs ask the Offeror to submit a proposal that is inclusive of the necessary assessment services so the Offeror should include what they believe is necessary within this domain.

**Question:**

RFP #2146 and #2147 – General Question: An Offeror stated that they believe people in the lower groups really belong in the higher groups as a result of skewed test results or through the administration process of conducting the tests. The question is if a client needs to be moved to a higher level of care, how will that be handled?

Answer:

If the Offeror believes there will be issues with clients needing to be moved into higher levels of care, it should be addressed in the proposal.

**Question:**

RFP #2146 and #2147 – General Question: An Offeror had a question on Confidentiality. If (or because) there is a Release of Information, how will that be impacted, therapeutically-speaking, given so much additional disclosures is necessary for this program? For example, as professionals, we do our job and Probation trusts us to tell them what needs to be done in respect to the client meeting their obligations. There are times, however, when disclosing certain information about a client is not helpful, therapeutically. How can we stay within the scope of work but, at the same time, not cross over the line of confidentiality?

Answer:

Providers who are selected for funding under the CJI initiative must comply with CFR – 42 Confidentiality Regulations. The agency must have policies and procedures in place to ensure that any release of information regarding on individuals participation in alcohol and drug treatment program is preceded by a valid release of information form signed by the client.

Question: RFP #2146 and #2147 – General Question: An Offeror asked what *Diagnostic and Statistical Manual of Mental Disorders* will be used – DSM IV or DSMV.

Answer:

The DSM IV will be utilized at this time.

## **7.0 Cost Proposal**

### **Question:**

RFP #2146 and RFP #2127 – Section 7.0 – Cost report: An Offeror asked the following questions: Client Wages – For “1000 Personnel Services” of Schedule A – Expenses, it lists “1050 Client Wages, mean that there will be subsistence collection for services based on client wages; are indigent clients responsible for paying for a portion of their services ; whether they are required to pay a portion of their services based on their income; or whether there is a specified percentage that they are supposed to pay.

Answer:

Clients must be determined financial eligible for state funded services through the CJI. Cost report information will be used to determine the portion of services that clients are responsible for.

## **5.0 Proposal Response Format**

### **Question:**

RFP #2146 and #2147 Section 5.2.3.1: An Offeror asked a question about the narrative section regarding the work to be performed and whether that included any attachments in the page limitation.

Answer:

RFP #2146 had a 15 page limit on the narrative and RFP #2147 had a 10 page limit on the narrative. The page limit does not include any required attachments to the RFP's.

